



FAIRFAX COUNTY ANIMAL SHELTER

4500 West Ox Road
Fairfax, VA 22030
Phone: 703-830-1100
Fax: 703-830-0318

Email: asdvolunteer@fairfaxcounty.gov
Website: www.fairfaxcounty.gov/living/animals

Volunteer Application

Thank you for your interest in volunteering for the Fairfax County Animal Shelter! Volunteers are an essential part of the shelter team and help care for our animals' basic needs and provide enrichment to enhance their overall quality of life.

Please note:

1. Volunteers must be at least 18 years old.
2. There is a required commitment of at least six hours per month for six months. Many volunteers choose to stay longer than six months, and the six hour minimum per month still applies.
3. If you are a college student interested in helping for the summer only, you must apply by May 1 and meet the time commitment of six hours per month. The six month minimum is waived.
4. The shelter does not accept temporary volunteers seeking to satisfy a court-ordered community service requirement.
5. Completion of this application does not guarantee acceptance into the program.
6. Incomplete applications will not be processed.
7. Please print legibly or your application will not be considered.

Deadlines:

Applications are processed on a bi-monthly cycle. The deadlines for each cycle are January 1, March 1, May 1, July 1, September 1 and November 1. Please note that you will be contacted about the status of your application after the deadline for which you submitted it.

Please initial to show that you have read and understand all of the above: _____.

Section I – Personal Information

Full Name: _____ Today's date: _____
Last First M.I.

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ Email address (required): _____

Are you: ☐ Employed ☐ Not Employed ☐ Retired ☐ Work at Home ☐ College Student ☐ High School Student

List your occupation and employer OR your school: _____

Due to specific liability concerns, volunteers must be able to work independently. Please list any restrictions that could affect your ability and/or availability to participate as a volunteer, including medical, physical and scheduling limitations.

Have you ever been charged with or convicted of a crime? ☐ Yes ☐ No

If yes, please explain: _____

Section II – Emergency Contact Information

Name: _____
Last First

Phone: () _____ ☐ Work ☐ Home ☐ Cell Relationship to you: _____

This section for animal shelter use only

Received:	MI:	BC Date:	P <input type="checkbox"/> or F <input type="checkbox"/>
Training date:	Cat <input type="checkbox"/> Dog <input type="checkbox"/> Front Office <input type="checkbox"/> Small Mammal <input type="checkbox"/> Spay/Neuter <input type="checkbox"/>	PIN:	
Mentor:	Photo: Y <input type="checkbox"/> or N <input type="checkbox"/>	Uniform Size:	Manual: Y <input type="checkbox"/> or N <input type="checkbox"/> Addendum: Y <input type="checkbox"/> or N <input type="checkbox"/>

Section III – Availability

On average, how many hours can you commit each month? _____

Can you make a six month commitment to the shelter? ☐ Yes ☐ No ☐ Unsure if I can

Please indicate below your preferred days and times (be as specific as possible):

Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____ Sunday: _____

I am a college student interested in volunteering for the summer only. I am not subject to the six month minimum, but I must still volunteer at least six hours a month. ☐ Yes ☐ No

Section IV – Interests

Check all the animals you are comfortable handling and working with:

☐

Kittens

☐

Cats

☐

Puppies

☐

Small Dogs
(up to 20 lbs.)

☐

Medium Dogs
(20 - 50 lbs.)

☐

Large Dogs
(50 lbs. plus)

☐

Pit Bulls

☐

Reptiles

☐

Small Birds
(ex: Parakeet)

☐

Large Birds
(ex: Parrot)

☐

Rabbits

☐

Ferrets

☐

Guinea
Pigs

☐

Rats &
Mice

☐

Gerbils &
Hamsters

☐

Horses

☐

Livestock

Please rank your top three areas of interest below with 1 being your top choice, 2 being your second and 3 being your last choice.

☐

Cat Room Volunteer: Socialize cats available for adoption and spot clean as needed. Volunteers are also required to conduct visitations with potential adopters when the shelter is open to the public.

Available Hours: 11 a.m. – 9 p.m. daily

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Dog Kennel Volunteer: Socialize dogs available for adoption, including walks, and spot clean as needed. Volunteers are also required to conduct visitations with potential adopters when the shelter is open to the public.

Available Hours: 9 a.m. – 9 p.m. daily

Some of the dogs who come to the shelter are large, energetic, untrained, pull their leashes during walks and/or jump on people. Do you feel physically capable of handling these types of dogs? ☐ Yes ☐ No

☐

Front Office Assistant: Assist the front office staff with questions from shelter visitors, selling dog licenses and answering phones.

Available Hours: Tuesday through Friday: 12 – 7 p.m.
Saturday: 10 a.m. – 5 p.m.

☐

Small Mammal Volunteer: Socialize small mammals (rabbits, guinea pigs, rats, etc.) available for adoption and spot clean as needed. Volunteers are also required to conduct visitations with potential adopters when the shelter is open to the public.

Available Hours: 11 a.m. – 9 p.m. daily

☐

Spay/Neuter Volunteer: Are you a morning person? If so, please consider this volunteer opportunity where you will assist with the shelter's reduced cost spay/neuter program. Responsibilities include speaking to owners about the program; providing post-surgical at-home instructions; cleaning carriers; and other office work.

Available Hours: Monday: 4:45 a.m. – 7 a.m.
and/or
Tuesday: 6 a.m. – 8 a.m.

☐

Foster Care Provider: If you are interested in becoming a Foster Care Provider, please request the application for that program from the front office at the shelter. These individuals provide temporary, in-home care for shelter animals. Medical care and supplies are provided by the shelter.

Section V – Volunteer Agreement

I agree to hold harmless Fairfax County, its officers and employees from any and all liability that might be incurred during the course of my volunteer service. I agree to comply with the Fairfax County Animal Shelter's rules and procedures. I agree to respect the confidential nature of the information I may obtain. I understand that my failure to follow the policies and rules of the Animal Shelter will result in the termination of my services as a volunteer. I understand that as a volunteer, I serve at the discretion of the Animal Shelter and my volunteer status may be terminated at any time for any reason.

Signature: _____ Date: _____

Section VI – Authorization for Criminal History Record Check

I do hereby authorize a criminal history record check concerning myself, by and to duly authorized agents of the Fairfax County Police Department. I emphasize that the intent of this authorization is to provide information for the specific purpose of pursuing a background investigation which may provide pertinent data for the Fairfax County Police Department to consider in determining my suitability for volunteer services for the Fairfax County Animal Shelter. A digital signature on this release form will be valid even though said digital signature does not contain the writing of my signature. A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature.

All fields MUST be completed in order to carry out the criminal history record check. Failure to supply all requested information will prevent your application from being processed.

Name: _____
Last First (legal name; no nicknames please) M.I.

Social Security Number: _____ Date of Birth (month, day & year of birth) : _____

Gender: _____ Race: _____ Maiden name (if applicable): _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Signature: _____ Date: _____

The penalty for disseminating information obtained by this request is a Class 2 Misdemeanor in accordance with § 19.2-389, Code of Virginia, 1950 as amended.

Section VII – Other Information

Do you have pets? ☐ Yes ☐ No Are they spayed/neutered? ☐ Yes ☐ No

If you have pets, what kind do you have? _____

If your pet(s) are not spayed/neutered, why not? _____

Describe any previous or current volunteer experience: _____

How did you hear about the shelter's volunteer program? _____

The Fairfax County Animal Shelter is an open access shelter, which means that we accept all animals, regardless of age, health or temperament. *Because we accept all animals surrendered to us as well as strays, we occasionally must euthanize animals who do not meet our health or temperament requirements. We also occasionally euthanize animals for which we do not have space.* Do you understand this policy?

☐ Yes ☐ No

Do you have any questions or concerns regarding this policy? If so, please describe:

Section VIII – Getting to Know You

Please answer each of the questions below. There is no right answer to any of these questions. We are simply trying to get a better sense of your personality to help us, and you, assess if our volunteer program is right for you.

- 1 I prefer to spend my time with (please mark the scale):

[illegible]

- 2 When I'm confused, I prefer to (please mark the scale):

Ask questions								Figure things out on my own
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- 3 I believe spaying/neutering is (please mark the scale):

[illegible]

- 4 I have evaluated if I have time to devote to volunteering, and I am _____% committed to dedicating at least six hours a month for six months to volunteering at the Fairfax County Animal Shelter.

- 5 If you are accepted into the volunteer program and find that you are happy with your experience, how long would you anticipate staying with us?

- 6 What do you anticipate might be difficult for you in volunteering at our shelter?

- 7 While volunteer interaction with our animals is important, it is equally important to interact with shelter visitors to answer questions and conduct visitations. How often do you have to interact with others in your typical weekly routine? Please give specific examples of these interactions.

- 8 What is your motivation to volunteer with us (circle all that apply)?

Help animals	To do my civic duty	Change of pace	To get to know a new neighborhood
Help people	For fun!	My pet passed away	Do something different than my job
To feel needed	Looking for a job	Help my community	Shelter is close to home/work
Share skills	Make new friends	To get out of the house	Demonstrate commitment to a cause
To relax	Explore a career	Considering adopting a pet	To be around different people
Keep busy	Do something w/ a friend/family member		To gain leadership skills
Other:			



To request reasonable ADA accommodations, call the Fairfax County Animal Shelter, 703-830-1100, TTY 711.



A Fairfax County, Va., publication. To request this information in an alternate format, call the Animal Shelter at 703-830-1100 or TTY 711.